

Muhammad Bilal, CIPS

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PROFILE

- A dynamic CIPS (UK) qualified Sourcing Specialist with over 7 years of rich and extensive experience in Procurement / Supply Chain.
- Excellent in product sourcing, with an overall aim of deriving supplier enabled innovative products and concepts.
- Expertise in Need Analysis, negotiating strategies, contract management processes and risk mitigation ensuring profitability and consistency to the organization.
- Good knowledge in overall business process planning and demand forecasting ensuring timely delivery of different materials from local and international suppliers.
- Expertise in analysing tender evaluation process (both commercial and technical details).
- Good working knowledge on ERP systems such as Oracle, JD Edwards and PeopleSoft; and e-Sourcing tools such as Oracle Fusion, Zycus & Procuretiger; and Vendor Relationship Management such as Bulwarks, Oracle Module and Oracle Contract Module and MS Office applications (Excel, Word, PowerPoint etc.).
- Excellent in mentoring, motivating and training team to exceed expectations of the organization in meeting its objectives.

AREAS OF EXPERTISE

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|---|-----------------------|
| • Strategic Sourcing process (e-Sourcing and e-Tendering) | • Cost Analytics |
| • Category Management | • Negotiation |
| • Risk Assessment in Supply Chain | • Contract Management |
| • Supplier Relationship & Performance Management | • Team Leadership |
| • Stakeholder Management | • Benchmarking |

WORK EXPERIENCE

Atlantis The Palm Limited - Dubai, UAE (3000+ employees)

Atlantis The Palm Limited is an entertainment-based resort located on the Palm Island, Dubai, UAE. Atlantis is a luxury 1539-room resort, operating more than 23 Restaurants and over 8 Retail outlets, has the largest Water Park in the Middle East, a Dolphin Interaction and Spa. The Resort has been operational since 2008.

Assistant Manager, Procurement

Oct 2017 – present

- conduct Category Management approaches, e-Bidding processes and prepare award recommendation reports for major supplies
- support and encourage the objective of cost saving initiatives and maintain traces of documentation
- maintain purchasing records and review regularly to keep minimum stock levels by ensuring upcoming demand levels are considered
- source, select and negotiate for the best purchase packages in terms of quality, price, incoterms, delivery lead times and service levels of suppliers
- research new alternative products / suppliers and analyse the offers, quality and service levels, present them to Department Heads for final decision-making
- prepare various monthly, quarterly and yearly reports for management
- responsible for team development, training the team on various operational aspects based on need analysis to improve efficiencies and performance, and to achieve departmental objectives
- anticipate unfavorable events through analysis of data and prepare control strategies

Officer, Procurement**April 2015 - Oct 2017**

- engage with internal stakeholders to determine the needs, new requirements and upcoming projects and to get
- feedback on received products and services to ensure agreed quality and service levels are maintained
- involve in resolving payment discrepancies by coordinating with Finance, user departments and suppliers
- prepare RFI, RFP, RFQs as per specifications requested by internal stakeholders
- meet with suppliers to negotiate best contract terms to maximise profit
- Advise and implement effective sourcing strategies and monitor changes as per new contracts.
- monitor, evaluate supplier performance and provide feedback to suppliers and conduct Onsite Audits when needed
- assist to clear imported products in Customs on time to avoid additional charges and delays
- involve in implementation, development and improvement of eProcurement applications
- ✓ reduced overall order processing lead time up to 10%

Executive, Procurement**June 2012 – Mar 2015**

- process of all purchase orders timely and smoothly to fulfill the requirement of resort operation.
- expedite outstanding orders to ensure delivery requirements are met
- control of maintaining various important documents / records and supplier database for future use
- coordinate with Finance and Receiving / Logistics team regarding delivery concerns and timely supplier payments
- develop and maintain cooperative working relationship with colleagues, management and suppliers
- ensure that goods purchased are met specifications in terms of quality, quantity and delivery; dealing with those suppliers failed to meet specifications

PROJECTS

- JD Edwards ERP System implementation in 2017
- Oracle Fusion implementation for e-Sourcing, Supplier Pre-qualification and Relationship Management in 2017
- Oracle Fusion Contract Module implementation for Contract Management in 2017
- Implementation of Zycus system for Supplier Relationship Management (SRM) in 2013
- Procuretiger e-Bidding portal implementation in 2012

AWARD, ACHIEVEMENT AND TRAINING

- Best Performance award Legend of the Month Nominee from the Human Resource of the Resort in February 2013.
- Training Legendary Award 2014.
- **Certificate of Achievement** Atlantis Brand promise “**Customer Service**” Certification in 2014
- Teammate of winner “Most Improved Procurement Operation Step Change” in Apr 2016 from CIPS MENA
- Teammate winner of “Best Procurement Team” in May 2015 from CIPS MENA

QUALIFICATION

Bachelor's Degree in Economics**2015 - 2018***Jaipur National University, India (Dubai Compass)***Diploma in Procurement & Supply by CIPS (Level 4)****2018-2019***Chartered Institute of Procurement & Supply, UK***Certificate in Project Management Fundamentals****Mar 2017***Blue Ocean Academy, UAE*

Certificate in Category Management and Contract Management

Chartered Institute of Procurement & Supply, UK

Oct 2015

**Certificate in Leadership in Procurement, Stakeholder Management,
Strategic sourcing and Vendor Relationship Management,
Negotiation and continuous Improvement.**

Chartered Institute of Procurement & Supply, UK

Nov 2014

Certificate in Information Technology

Al-Ayoub College of Computer Science

June 2006

Certificate in Graphic Designing

Al-Ayoub College of Computer Science

Nov 2006

PERSONAL DETAILS

Date of Birth: Jan 10, 1984

Nationality: Pakistan